



## Chief Financial Officer

### Organization Description

KIPP Indianapolis College Preparatory School (KIPP Indy) is a member of the KIPP Network of 66 schools in 17 states and the District of Columbia. KIPP Schools are high-performing, open-enrollment public middle schools where students develop the knowledge, skills, and character needed to succeed in top-performing high schools, colleges, and the competitive world beyond. KIPP students are accepted regardless of prior academic record, conduct, or socioeconomic background. Our schools share a core set of principles known as the *Five Pillars*: 1) *High Expectations*, 2) *Choice & Commitment*, 3) *More Time*, 4) *Power to Lead*, and 5) *Focus on results*. Learn more at [www.kipp.org](http://www.kipp.org)

### Job Overview

The Chief Financial Officer will lead the financial operations for KIPP Indy and serve as an advisor to the CEO. He or she will have a significant role in creating and implementing policies & systems and helping to establish a school culture centered on our core values of: Excellence, Respect, Courage, Perseverance, Dignity, and Teamwork. This person will directly report to the School Leader/CEO.

### Responsibilities include but are not limited to:

- Work with the Controller and manage day-to-day operations with responsibility in the areas of finance, facilities, human resources and long-term strategic planning.
- Perform on-going analysis and develop and implement process improvements that will ensure the schools' financial health. Activities may include monthly cash flow analysis, managing relationships and negotiations with vendors, auditors and government agencies, developing streamlined purchasing and payroll systems, and tracking expenses.
- Serve as the lead on any facility-related projects, including finding new space and/or managing building renovations.
- Facilitate the Board of Directors' support of the school – working to ensure financial transparency, reporting on business operations quarterly, soliciting directors' financial support, and assisting with recruiting as necessary.
- Function as the school's technology officer, recommending and maintaining accounting and information systems. Update and manage the school's web site, serving as primary point of contact for the design and hosting vendors.
- Streamline and oversee operational activities including the school meal program, grounds and building maintenance, transportation systems, office management and various student programs.
- Participate in the school community as a full member of the staff, including, but not limited to: assisting school leader with student recruitment, teaching electives and tutoring students, and chaperoning local and out-of-state, overnight school trips.
- Oversee the school's development efforts.

### Qualifications and Desired Characteristics

- MBA or accounting degree required
- Excellent organizational, planning and implementations skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentless results-orientation
- Initiative, leadership, and tenacity are a must
- Strong quantitative skills; experience with budgeting and accounting systems and Quickbooks preferred
- High proficiency in Microsoft Excel, PowerPoint, Word, Access and Outlook
- Excellent business writing, communication and presentation skills
- Ability to communicate and interact effectively with multiple constituencies
- Detail-oriented team player willing to roll up their sleeves to get the job done
- Unquestioned integrity and commitment to the KIPP LA Prep mission and community
- Education industry experience a plus

Preferred Start Date: August 2008

Compensation: DOE

### To Apply



*KIPP Los Angeles College Preparatory does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*